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mailed out

31 January 1966

Dr. Everett O. Alldredge  
Assistant Archivist for Records Management  
National Archivist and Records Service  
Washington, D. C.

Dear Ev:

I am in complete agreement with the proposed standards for File Folders outlined in your memorandum of 29 December 1965. As a matter of fact our handbook, "Supply Standardization and Use of Filing Equipment and Supplies", which we issued in 1955 contains these same standards. We are very pleased with the results obtained through our Agency's compliance with these standards.

I feel that the acceptance of these standard specifications for file folders will greatly simplify procurement action and result in significant monetary savings.

Many thanks for the opportunity to see these proposed standards.

Sincerely,



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DDS/RAS/GKJ/fms (28 Jan 1966)